

## **A IDENTIFICATION INFORMATION**

<b>A1</b>	<b>Job title:</b>	Overseer – Cane Loading
<b>A2</b>	<b>Department/Programme:</b>	Agriculture
<b>A3</b>	<b>Section/Project:</b>	Cane Transport
<b>A4</b>	<b>Reports to (position):</b>	Supervisor – Cane Transport and Loading
<b>A5</b>	<b>Supervises (Name of Positions):</b>	Drivers and Headman

## **B JOB DESCRIPTION**

### **B1 Overall purpose of the job.**

To oversee tractor drivers in the section to accomplish allocated tasks in the anticipated time in order to achieve the set cane transport targets according to the budgeted costs.

#### **Key Responsibilities;**

- Oversee the checking in and out of subordinate employees daily by signing the attendance sheets.
- Handle and settle grievances among subordinate staff on work related issues and report those of a serious nature to the supervisor for remedial action.
- Coordinate with the section supervisor in planning the day's work.
- Identify tasks and deploy labour for optimal utilization.
- Provide the subordinates with the necessary tools and equipment for satisfactory performance of the allocated duties and receive them back after the day's work.
- Monitor the work progress and advise employees on the necessary changes.
- Oversee cane-loading operations for optimum tonnage.
- Monitor and control the tractor speed to a maximum of 20km/ hr on the main estate roads.
- Prepare and submit relevant periodical reports about the progress of work in the section to the cane transport supervisor.
- Adhere to the company safety, health and environment regulations in place and ensure good housekeeping.
- Perform any other related duties as may be assigned by the Supervisor – Cane Transport and Loading/ Management from time to time.

## **C Knowledge, qualifications & Experience**

### **C1.1 Education:**

Minimum of Uganda Advanced Certificate of Education (UACE).

### **C1.2 Experience, Skills and Competences:**

A minimum of two (2) years working experience in related field with basic supervisory training. Good supervisory skills, good communication and interpersonal skills.